

SAMPLE QUARTERLY NARRATIVE REPORT

Subgrant Number: 02-J07-12345

Quarter Ending: December 31, 2002

Agency: Boys & Girls Club of the Excellent Tribe

1) Describe progress in this quarter toward meeting each objective. Describe any activities that were especially helpful in obtaining your objective?

- *To recruit through referrals 45 young people currently in the juvenile justice system by June 30, 2003.*

This quarter we had 4 youth referred to the program by the Tribal Court and 3 youth referred by the District Youth Court for a total of 7 youth referred this quarter. At the halfway point for the fiscal year, we have a total of 24 referrals, more than half of our expected annual referrals. The Memorandum of Agreement with the Excellent Tribe Tribal Youth Courts and District Youth Court has boosted referrals tremendously by keeping the lines of communication open.

- *To accept accountability and restore justice within 30 days of referral.*

This quarter, 3 youth referred accepted accountability and restored justice within 30 days of referral. That brings us to a year to date total of 15 youth accepting accountability and restoring justice with 30 days of referral to the program. Only 16 youth of the 24 referred to date have been in the program more than 30 days. Youth accountability has improved since the Club began requiring referred youth attendance at TLC classes where they learn about causes of teen alcohol abuse, FAS, and tribal culture. We have only experienced one youth dropping out of the program to date.

- *To complete assigned community service within 16 weeks of referral.*

This quarter 2 referred youth completed the assigned community service within 16 weeks of their referral. That brings us to a year to date total of 7 out of 24 youth referred. Of the 24 youth referred to date, 7 have been in the program more than 16 weeks. We attribute 100% success rate to the fact that tribal elders don't just supervise while youth do community service, but actually work alongside youth. This serves to develop a mentoring/role model relationship with the youth.

- *To maintain 75% participation in the program by 6/30/03.*

To date only 1 of the 24 youth referred have dropped out of the program. This translates to a current retention rate of 96% for the program. Youth offenders referred to the program are allowed to participate in all Club activities as long as they keep up with their court ordered assignments, but are not identified in any way to other youth as offenders. The fact that youth enjoy participating in the Club activities acts as a strong incentive to complete their programs.

- *To arrange field trips for participants who complete 13 sessions by 6/30/03.*

We have 9 youth who have completed 13 sessions. At this rate we anticipate having 16 youth participate in the field trip planned for May 31 to Bozeman where we will be visiting MSU curriculums that 7 youth have expressed interest in and then to two local businesses where 2 youth are interested in available apprentice programs.

SAMPLE REPORTING FORMAT

- *To develop individual career goals and plans for 80% of participants by 6/30/03.*

Of the 24 youth referred to date, 38% have developed individual career goals and plans. Only nine youth have been in the program long enough to have completed at least 13 sessions. All nine of these youth have developed individual career goals and plans. This represents 100% of youth participating long enough to have completed the career development segment of the program.

2) Describe any obstacles this quarter that you have encountered in reaching your objectives. What is being done to resolve this problem?

We don't expect that enough of the youth referred to the program this year will have participated in the program long enough to have completed the career goals and plans segment of the program (13 sessions) by the end of the year. Therefore we request to restate our last objective as follows: To develop individual career goals and plans for 80% of participants who have been in the program for at least 13 sessions by 6/30/03.

3) How are you using your evaluation plan to monitor your progress?

Our staff meets weekly to review program data outcomes in relation to expected outcomes stated in the evaluation plan. If actual outcomes are less than expected we identify and address the problems.